

# Editor Overview

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## Editor Overview

The SPECSINTACT Editor is the heart of the SPECSINTACT system. It was designed to assist Specifiers in preparing and editing guide Specifications. In addition to the functions common among Windows word processors, the Editor provides customized specification processing features. Where possible, shortcut features have been placed on the Editor Tool Bar to make commonly used items more easily accessible to the user.

## Editor Features

When preparing or editing specifications, a Tool Bar is provided as a productivity tool to establish specific elements of the text such as Parts, paragraphs, submittals, references, and test and other requirements.

The Tool Bar is shown below. Click on any portion of the menu for quick navigation through this help topic



The Specifier no longer must be knowledgeable of the SPECSINTACT tokens, layouts or commands once used to identify section elements.

The capability to handle graphics in specifications is currently not available but it is expected to be added in the future.

The SPECSINTACT Editor provides features such as:

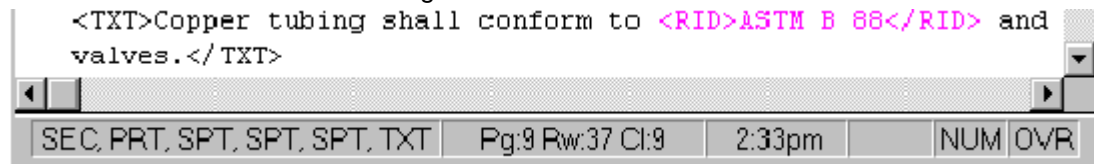
- Access to a SPECSINTACT Tool Bar while editing documents

- The option to reveal or conceal Specifier/technical notes while editing
- The option to display a Specifier/technical note by pointing to the Triangle symbol, located at the extreme left edge of your screen, and clicking the left mouse button
- Automated redlining which includes underlining and striking out text
- Tailoring (pre-editing) feature to assist in the Specifiers in editing the sections to specific job requirements
- A utility that converts old SPECSINTACT files to Standard Generalized Markup Language (SGML) format upon opening files
- Capabilities to adjust format settings for a document, open more than one file at a time and arrange them on the screen for processing
- On-line Help from the Help Menu or by pressing <F1>

## The Status Bar

The status bar is located at the bottom of the screen.

The left portion of the Status Bar describes the location of the cursor within the tagging scheme. It is easier to read this status from right to left. In the example below, the cursor is located in a set of Text <TXT> tags which are contained with 3 levels of subparts <SPT> possibly subpart 2.3.1.1. which is contained within a set of Part <PRT> tags which is contained within Section <SEC> tags.



The center of the Status Bar lists the position in the document of the cursor (e.g., page 9, line 37). Due to the use of True Type (proportional) fonts, the "CL" (column) number is ambiguous and therefore should not be relied upon.

The right portion of the Status Bar indicates whether or not you are in the <Caps Lock>, <Num Lock>, or <Ins/Ovr> modes.

## The Right Mouse Button

While editing documents you may use the right mouse button as a short-cut to access some of the Editor commands such as Toggling Tags, Notes, Revisions, on or off and the Paste, Find, Replace, commands. Press the right mouse button and then select a command from the menu displayed. When right clicking you may see one of three different menu options. The Editor will display information in the Right Click Menu based on the current situation in the Editor at the time you right clicked.

### Some Right Mouse Menus

<u>T</u> ags	Alt+T	<u>C</u> ut	Ctrl+X	<u>C</u> ut	Ctrl+X
<u>R</u> edlines	Alt+R	<u>C</u> opy	Ctrl+C	<u>C</u> opy	Ctrl+C
✓ <u>E</u> nglish	Alt+G	<u>P</u> aste	Ctrl+V	<u>P</u> aste	Ctrl+V
<u>M</u> etric	Alt+M	<u>D</u> elete	Del	<u>D</u> elete	Del
<u>B</u> oth	Alt+B	<u>U</u> ndelete Redlined Revisions	Ctrl+U	<u>D</u> elete Added Revisions	Ctrl+D
<u>P</u> aste	Ctrl+V	<u>F</u> ind...	Ctrl+F	<u>F</u> ind...	Ctrl+F
<u>F</u> ind...	Ctrl+F	<u>R</u> eplace...	Ctrl+H	<u>R</u> eplace...	Ctrl+H
<u>R</u> eplace...	Ctrl+H	<u>N</u> ext	F3	<u>N</u> ext	F3
<u>N</u> ext	F3	<u>T</u> ailoring...		<u>T</u> ailoring...	
<u>R</u> emove Tags...	Ctrl+M				

## Attributes Command

The Attributes command is available by pressing the right mouse button **when the cursor is positioned between any of the following tags:**

<ITM>Item</ITM>

<LST>List</LST>

<TXT>Text</TXT>

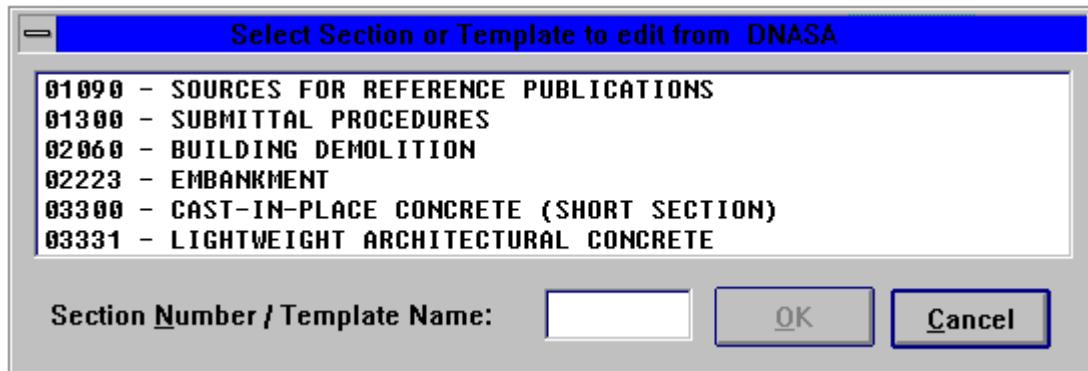
The Attributes command offers the following options:

- Indent:** Enter the numeric value for the indented Item, List, or Text.
- Justify:** Select Left, Right, or Center.
- Style** Select Bold, Italic, or Underline

**NOTE:** Indent is also available on the Tool Bar. To use the Indent from the Tool Bar, place the appropriate tag in the desired location. Place the cursor between the newly inserted tags and click on the Indent button on the Tool Bar. The default value for the indent from the Tool Bar is -.33. If any other indent is desired, the Attributes Menu may be used to modify the indentation.

## Edit Sections

The SPECSINTACT Editor is the word processor used to edit sections and/or templates. The Dialog Box (shown below) will appear listing all of the sections in the current Job.



From this list, select the section you wish to edit and click OK, or double-click the section number. Either method will take you to the Editor with the selected section ready for editing.

## Close

The Close command closes the current file. You will be prompted to save the file if you have not already done so.

## Save

The Save command saves the current file. When a new file is saved, a file name must be entered. If the file is unchanged, the Save menu option will be grayed.

If the Validate Document on Save command is selected from the Utilities Menu, the file will be checked to ensure that SGML tagging rules are followed.

## Save As

Allows you to save a document under a new name or new location on disk. The command displays the File Save As dialog box where you can enter the new file name, including the drive and directory. All windows containing this file are updated with the new name. If you choose an existing file name, you are asked if you want to overwrite the existing file.

**NOTE:** This command is not available when the Editor is invoked through SPECSINTACT Jobs or Masters .

## Print Draft

The Print Draft command prints a Draft of the current file. The term draft is used because the print will not be look the same as printing through the Print Options Dialog Box . The difference is due to section processing and the reformatting of hidden text, as well as the addition of headers/footers. You may choose to print either the entire document or a specified range of pages. The view that you see in the Editor is the print you will receive on paper. If you are viewing tags and notes, tags and notes will be printed.

Select the OK button to print the current file. A Printing dialog box will appear. Printing may be canceled by selecting the Cancel button.

### Print Range:

- All** Prints entire file.
- Selection** Prints only the selected text.
- Pages** Select page numbers to print from and to.

**Print Quality:** If the printer is capable, print with higher or lower quality.

**Print to File:** Print to a file rather than the printer; you will be prompted for a file name.

**Copies:** Number of copies desired.

**Collate Copies:** Choose to collate copies if more than one copy is desired.

## Print Setup

The Print Setup command allows you to view the printer you wish to use. A printer/port may be viewed from a list box that contains all the printers associated with the printer drivers installed in Windows on your system. Changes to the printer configuration should be made by entering the Windows | Control Panel | Printers dialog box. If your printer type is not included, please contact your printer manufacturer for the printer driver that supports Microsoft Windows 3.1, Win95, WinNT.

After selecting a printer from the list box, a secondary dialog box may be accessed by selecting the Options button. From this dialog box you may view various parameters for your printer; however, the format and content of the dialog box will vary depending on the printer selected.

## Exit

The Exit command terminates the SPECSINTACT Editor, MASTER or SETUP. You will be prompted to save any modified files before exiting. This command is accessible from the Tool Bar .

## Last Five Files

The last five recently opened files, opened in the SGML Editor will appear under the Exit command in the File Pull Down Menu. By selecting from the list you may open that file without having to use any other menu. The files are added to the list when closed. Files that are currently (still) open will not be added to the list. Currently opened files may be accessed through the Window Menu .

**NOTE:** If this is your first Installation of SPECSINTACT you will not see any reference to the Last Five Files due to the fact that no files have been opened in the SGML Editor. Once files have been opened and closed in the editor, they will be added to the list.

## The Edit Menu

The Edit Menu contains commands that perform specification editing functions. The options on the Edit Menu are: (Most of the following Functions may be executed by the use of the Tool Bar Function).

### Undo

The Undo command reverses changes made in the current file. The most recent editing (i.e., modification, insertion, or deletion) is reversed. You may perform multiple Undo commands, depending upon the amount of available memory.

### Cut

The Cut command removes selected text from the file and places it on the Clipboard. The text remains on the Clipboard until new text is cut or copied. The Clipboard is cleared when Windows is terminated.

**Text is selected by positioning the cursor at the start of the text you wish to select and by holding the mouse button down while dragging the cursor across the text. This will highlight the selected text. To cancel selected text, simply click the mouse anywhere on the screen other than on a menu item. (To use keystrokes instead of a mouse, see Windows Key Strokes.)**

### Copy

The Copy command copies selected text and places it on the Clipboard . The text remains on the Clipboard until new text is cut or copied. The Clipboard is cleared when Windows is terminated.

To copy text to the clipboard from a document, select the text to be copied, then choose Edit|Copy from the menu.

To paste the copied text to another location, use the Edit | Paste command. If tags are highlighted they will not be included with the text unless both the begin and end tags are highlighted.

## Paste

The Paste command inserts text from the Clipboard at the current cursor location. The pasted text will remain on the Clipboard after the Paste command is used, until the next text is either cut or copied.

## Delete

The Delete command permanently deletes selected text from the current file. The <Del> key functions in the same manner. Using Delete **will not** place the selected text into the Clipboard. If tags are highlighted they will not be included with the text unless both the begin and end tags are highlighted. You can press Ctrl+Backspace to delete text one word at a time to the left of the cursor or Ctrl+Del to Delete text one word at a time to the right of the cursor.

To delete text from a document, select the text, and choose Edit | Cut to place the deleted text on the clipboard or Edit | Delete to delete the text.

### <Shift> <Del> - Delete Tagged Text Element

The <Shift> <Del> key combination can be used to delete an entire tagged element (including any tagged elements nested within the selected tags). To use this function, tags must be viewable in the open document. Position the cursor on the beginning tag of the element you want to delete and then press the <Shift> and <Del> keys.

For example, to delete an entire subpart, position the cursor on the beginning subpart tag and press <Shift> <Del>. The beginning subpart tag and its corresponding ending tag along with everything in between will be removed.

## Find

The Find command searches the current file for specified text. A list box maintains the last 10 items that were searched for. You may perform the search either from the cursor location to the end of the file, or through the entire file.

### Options include :

#### Whole Word

Searches for the text as an entire word. It will not find the entry if it located within or is a part of another word.

#### Ignore Upper/Lower Case

Will find all occurrences of the entry regardless of capitalization.



**Search Within Redlines**

If revisions are visible, checking this options will cause the Editor to search both redlined and not-redlined text. This options is disabled if revisions are not visible.

**Search:**

**From Cursor** Searches from the present cursor location to the end of the file.

**Entire File** Searches the entire file.

## Find Tags

The Find Tags command searches the current file for specified SGML Tags. A list box allows selection of the specification element to be searched for. The corresponding tag will display in the Find Tags dialog box. You may perform the search either from the cursor location to the end of the file, or through the entire file. You have the option of searching for beginning tags, ending tags, or both.

**Select Tag to Find:**

**Name** Enter the name of the specification element to be searched for. The corresponding tag will be displayed.

**Find:**

**Begin** Locate the beginning tag for the specified element.

**End** Locate the ending tag for the specified element.

**Both** Locate the beginning tag for the specified element. Pressing F3 or selecting Edit Next will locate the ending tag.

**Search:**

Select to search the entire file or from the present cursor location to the end of the file.

## Replace

The Replace command searches the current file for a specified search pattern and replaces it with specified text. You may perform the search and replace either from the cursor location to the end of the file, or through the entire file.

**Search For:**

Enter the text to be replaced.

**Replace With:**

Enter the text that will replace the searched text.

**Options:**

**Whole Word** Searches for the text as an entire word. It will not find the entry if it is located within or is a part of another word.

**Ignore Upper/Lower Case** Will find all occurrences of the entry regardless of capitalization.

**Confirm Changes** Will give you the chance to approve each change.

**Search:**

**From Cursor** Searches from the present cursor location to the end of the file.

**Entire File** Searches the entire file.

**Change All:**

Replace all occurrences of the entry without prompting.

## Bracket Replacement

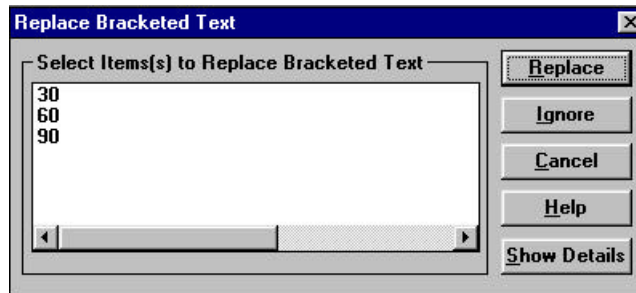
The Bracket Replacement command provides an automated process to assist the user to identify bracketed options and select the desired option. Bracketed options that are not selected in this process will be removed, including the brackets themselves.

**Example:**

<TXT>Drawings will be submitted [30] [60] [90] days prior to commencement of excavation.</TXT>

**By clicking on the number "30" you will see the following:**

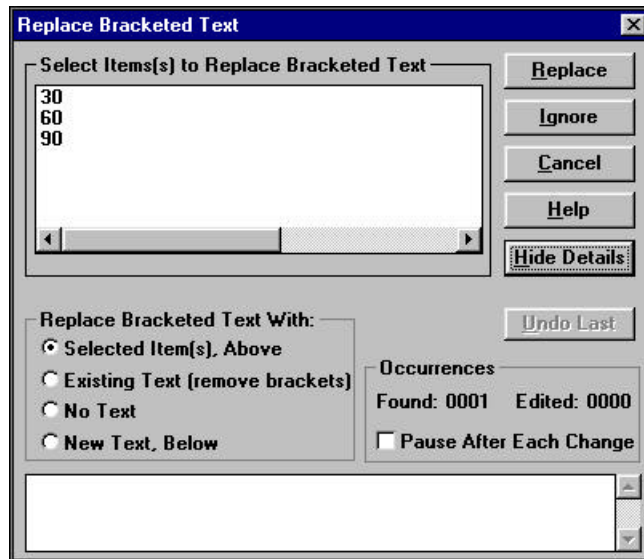
<TXT>Drawings will be submitted 30 days prior to commencement of excavation.</TXT>



**Click on Show Details**

Clicking on the first option and holding the Shift Key down clicking on the last option will insert all options between the two points and remove the Brackets.

Holding the Control (CTRL) Key and clicking on selected options will insert the selected options and delete the Brackets.



Click on Hide Details

Clicking on the first option and holding the Shift Key down clicking on the last option will insert all options between the two points and remove the Brackets.

Holding the Control (CTRL) Key and clicking on selected options will insert the selected options and delete the Brackets.

**Replace** - Will insert the highlighted selection(s) and delete the items not selected.

**Ignore** - Skips the currently displayed Options and moves on the next Bracketed Text.

**Cancel** - Closes the Replace Bracketed Text Function and returns you to the Editor.

**Help** - Brings you to the Replace Bracketed Text Help screen.

**Selected Item(s), Above** - The Default Value, Inserts the selected Items from above.

**Existing Text (remove brackets)** - Allows you to use the current Item (usually the only item(s) ) in the selection box and removes the text.

**No Text** - Remove all the options and the brackets and insert nothing.

**New Text, Below** - Removes the options currently in the Selection box and replaces it with the text that the user typed in the box.

**Undo Last** - Returns the previous selection to it original state.

**Pause After Each Change** - Once the OK button has been clicked, the Replace Bracketed Text function will not move on to the next option until directed by the user. Clicking on the Find Next button or pressing the F3 Key on the Keyboard will make the Replace Bracketed Text function continue.

Next

The Next command finds the next occurrence of the text specified in the Find or Replace command.

## Remove Tags

The Remove Tags command removes tags based on the location of the cursor when the option is used. This function accomplishes the same purpose as the Undo Feature, Delete and Shift Delete functions.

## Revisions

The Revisions command identifies text in the current file for future addition or deletion. Text to be added is identified with underscoring and the Add tags, <ADD> and </ADD>. Text to be deleted is identified with overstriking and the Delete tags, ~~<DEL>~~ and ~~</DEL>~~. Revisions automatically inserts the Add and Delete tags and marks the file for future additions and deletions. The revisions are incorporated permanently when the Execute Revisions command is executed.

## Execute Revisions

The Execute Revisions command removes all the redlined text from the current file. Text that was underscored will be added (the underscoring will be removed) and text that was overstricken will be deleted. The Add and Delete tags will also be removed.

## Undelete Redlined Revisions

This option will undelete any text that is marked for deletion and is currently highlighted, by removing or adjusting the position of DEL tags as needed. For example if the following sentence has been marked for deletion

~~<DEL>SPECSINTACT will unmark the highlighted text</DEL>~~

highlight the word unmark and click Edit | Undelete Redlined Revisions

~~<DEL>SPECSINTACT will **unmark** the highlighted text</DEL>~~

You will end up with

~~<DEL>SPECSINTACT will </DEL>unmark<DEL> the highlighted text</DEL>~~

If you have not highlighted any text, this feature will affect the entire file by removing all of the Redlines. A message box will warn you of the fact that the entire file will be affected. Only the

Redlined text will be affected. Any additions (<ADD></ADD>) that have been made will remain in the section.

This options is also available by highlighting the desired information and right clicking your mouse using the right mouse button .

NOTE: You may use the Edit | Undo command to reverse the removal of the DEL tags.

## Delete Added Revisions

This option will remove any text that marked for addition and is currently highlighted, by removing or adjusting the position of ADD tags as needed. For example if the following sentence has been marked for addition

<ADD>SPECSINTACT will unmark the highlighted text</ADD>

highlight the word unmark and click Edit | Delete Added Revisions

<ADD>SPECSINTACT will ~~unmark~~ the highlighted text</ADD>

You will end up with

<ADD>SPECSINTACT will the highlighted text</ADD>

If you have not highlighted any text, selecting this feature will remove all additions (text within ADD tags) from the entire. A message box will warn you of the fact that the entire file will be affected. Only the Added text will be affected. Any deletions (<DEL></DEL>) that have been made will remain in the section.

This options is also available by highlighting the desired information and right clicking your mouse using the right mouse button .

NOTE: You may use the Edit | Undo command to reverse the removal of the ADD tags.

## Remove All Revisions

This option will unrevise any text that marked for addition and/or deletion and is currently highlighted, by removing the ADD and Del tags **along with the text contained within the ADD tags**. Any text within DEL tags will be left in place after the DEL tags are removed. This option combines the two options Undelete Redlined Revisions , and Delete Added Revisions . For example if the following sentence has been marked with deletions and additions as follows:

<TXT>The User's Guide states that ~~<DEL>SPECSINTACT will unmark the highlighted text</DEL>~~<ADD>the program will assist in showing</ADD>revisions in the section.</TXT>

highlight the paragraph and click Edit | Delete All Revisions . You will end up with

<TXT>The User's Guide states that SPECSINTACT will unmark the highlighted text revisions in the section.</TXT>

This options is also available by highlighting the desired information and right clicking your mouse using the right mouse button .

NOTE: You may use the Edit | Undo command to reverse the removal of the ADD tags.

## Go To Page

The Go To Page command allows you to move the cursor to the top of a specified page in the current file.

## The View Menu

The View Menu contains commands that allow you to choose which options will be visible in the text of the current file. A check mark will appear next to each option selected. The options on the View Menu are:

**Text that is not visible in the current file is never deleted when the Edit Menu's Delete command is executed or when the <Del> key is used while editing.**

## Tags

The Tags command reveals or conceals the SGML Tags contained in the text. Read SPECSINTACT Tags for more information.

## Notes

The Notes command reveals or conceals the Specifier/technical notes that are tagged in the specification sections. The Note tags are <NTE > and </NTE>. When notes are hidden (not shown) green triangles will be displayed along the left margin, marking the location of hidden notes. The information for a specific note may be viewed by clicking on the green triangle.

## Revisions

The Revisions command reveals or conceals Revisions that are tagged in the text. Text to be added is identified with underscoring and the Add tags , <ADD> and </ADD> . Text to be

deleted is identified with overstriking and the Delete tags , ~~<DEL>~~ and ~~</DEL>~~. For more information on Redlining see Redlining Techniques

The command is automatically selected when redlining is on.

## English

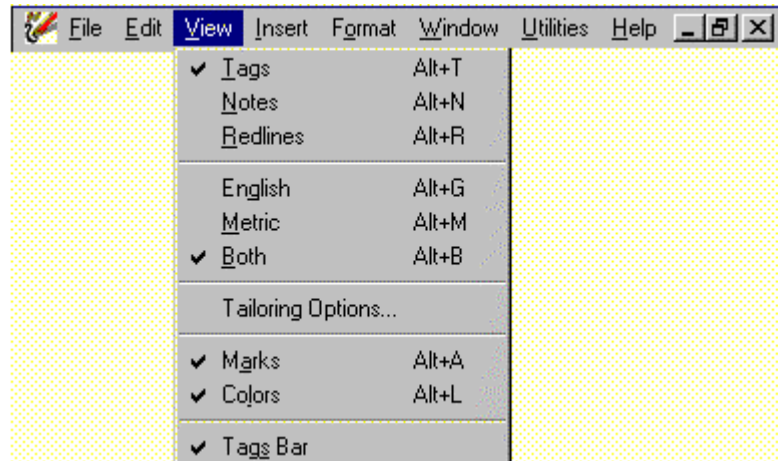
The English command, when selected, reveals the English measurements that are tagged in the text and conceals the Metric measurements that are tagged in the text. The English tags are **<ENG >** and **</ENG>**.

## Metric

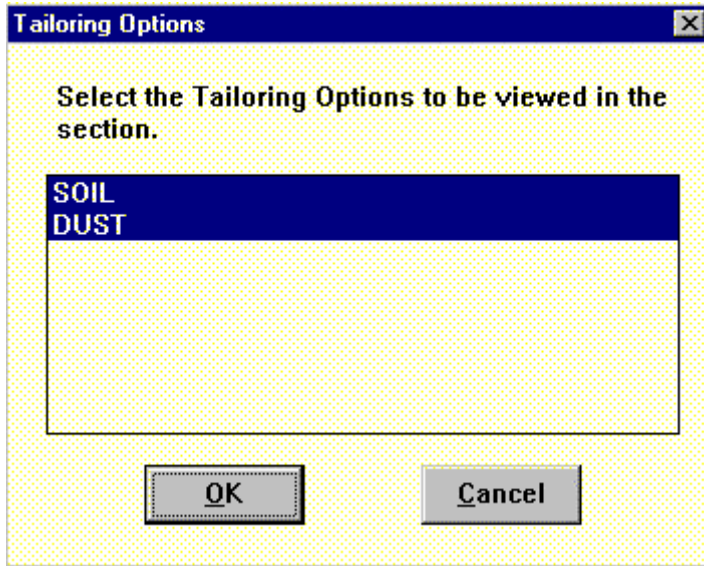
The Metric command, when selected, reveals the metric measurements that are tagged in the text and conceals the English measurements that are tagged in the text. The metric tags are **<MET >** and **</MET>**.

## Editor Tailoring Options

This method will allow you to hide Tailoring Options from the current section. If an options is hidden when you save the section it will be deleted from the section.



To choose which Tailoring Options you want to discard from the section, select the view pull down menu. This will display the View Tailoring Options dialog box, which will list each option individually. Select any options you wish to hide (the background color of these options will change to white), and select the OK button. The Tailoring Options you selected will be hidden from view in the section. A single Tailoring (TAI) Tag may contain multiple Tailoring Options, however in such a case, the text marked by that Tailoring Tag will be displayed until you have hidden all of the options in the tag.



To add an additional tailoring option to an existing pair of TAI tags, simply position your cursor anywhere inside the existing TAI tags, and right-click using your right mouse button. The editor will then display an options menu select Attributes, then , Tailoring. Clicking Tailoring allows you to Add or Delete (remove) tailoring (TAI) tags.

### Add Tailoring Options dialog box

The Add Option allows you to choose the options you wish to add either from the list, or you may type in a new option. In general, only Master specification writers will add tailoring options to a SPECSINTACT section. Job preparers can then edit the tailored specification section, automatically removing one or more tailored portions of the section.

To add multiple options from the list, hold down the Control (CTRL) or Shift keys while left-clicking with your mouse on the desired options. You may then click the OK button, or simply double-click on an option in the list. You may also delete options from TAI tags in the much same way that you add them, except that you will choose Delete Option instead of Add Option from the options menus. Deleting a Tailoring Option will not delete the tag itself, unless you delete all remaining options in the tag (in which case you will be asked to confirm that you want to delete the tag).

**NOTE: You should not attempt to add any tailoring options that contain commas, because commas delimit multiple options in the Add Tailoring Options dialog box. Thus, the phrase PIPES, COPPER would create two tailoring options, one called PIPE and the second called COPPER**

### Remove Tailoring Options dialog box:

The Remove Tailoring Options dialog box allows you to remove tailoring options form existing options (TAI) tags. You can remove one or more options for any TAI tag, but you can remove only those options that the tag already contains. Removing all options from a TAI tag is the same as removing the tag. If you attempt to do this, the editor will prompt you to confirm your decision.

You may remove multiple options from a tailoring tag (if the tag contains multiple options) by holding down the Control (CTRL) key while left-clicking with your mouse on the options to be removed. Alternatively, you may hold down the Shift key while left-clicking on the first and last of a group of options that you want to remove. You may then click the OK button, or simply double-click on the final option that you wish to remove. In general, only Master specification



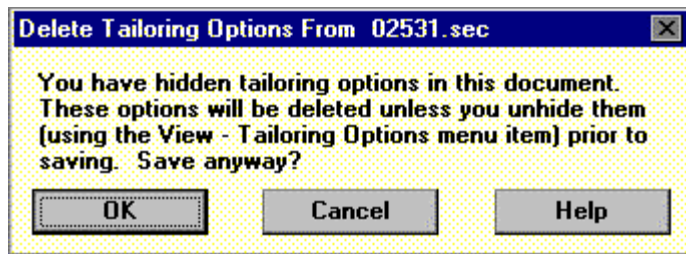
writers will delete tailoring options from a TAI tag. Job preparers will typically edit tailored specification sections, automatically removing one or more tailored portions of the section.

## Remove Hidden Tailoring From {file name}

A message will appear when you are about to save a file in which you have hidden one or more tailoring options. These hidden options will be deleted from the saved document. After you have saved and closed the document, the hidden tailoring options will be permanently removed for your document.

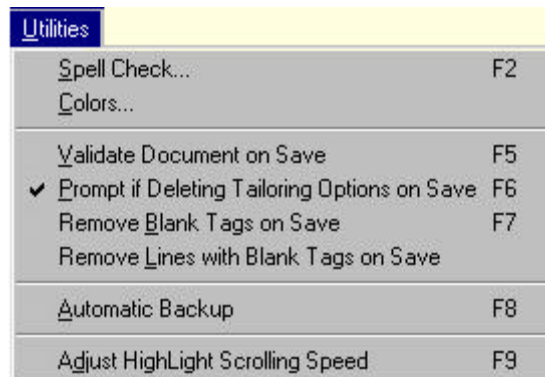
If you want to save hidden tailoring Options with the section, or you are not sure if you want to delete them, select the *Cancel* button to cancel the file save operation. You should then redisplay the hidden tailoring options using the View Tailoring Options command and then save the section again.

A message box (right) will appear informing you that you are about to save a section with hidden options that will be deleted on save, giving you the option of continuing to save and deleting the options or canceling and un-hiding the options.



To ensure that the Save Tailoring Option Box will appear, click Utilities | Prompt if Deleting Tailoring Options on Save (F6). See right.

If you do not want the SGML Editor to warn you the next time you attempt to save a section file with hidden tailoring options, uncheck the option by clicking Utilities | Prompt if Deleting Tailoring Options on Save.



**WARNING: Do not attempt to edit the SECTION.INI file unless you are familiar with text document editing. Incorrectly editing this file can cause your SPECSINTACT documents to display and print incorrectly. If you need assistance editing the file, please contact SPECSINTACT Customer Support.**

**NOTE:** After you have saved a document with hidden tailoring options, but before you have closed this document or exited the SGML Editor, you can still restore the hidden tailoring options. To do this, redisplay the hidden tailoring options using the View Tailoring Options Command, and then save the document once again. Once you have saved and closed the specification section, however, all hidden tailoring options will be deleted. You will not be able to retrieve any deleted tailoring options without re-pulling the section from the master.

## Both

The Both command, when selected, reveals both the English and Metric measurements that are tagged in the text.

## Marks

Display marks on the screen for characters that do not print (i.e., carriage returns (end of paragraph marks), tabs, spacing between characters). Although these marks are never printed, it may be helpful to view them while editing.

## Colors

Some of the SPECSINTACT Tool Bar items are color coded for quick identification within the text during editing. The View Colors command turns on and off the color coding of these items while editing.

ADD	Addition	Green
DEL	Deletion	Red
ENG	English	Blue
MET	Metric	Dark Red
RID	Reference Identifier	Magenta
SRF	Section Reference	Purple
SUB	Submittal Key	Green
TAI	Tailor	Cyan

## Tags Bar

The Tags Bar command provides access to the SPECSINTACT Tool Bar which is a bar of buttons that allow quick insertion of SPECSINTACT Tags.

## The Insert Menu

The Insert Menu contains commands that allow you to insert page breaks, tags, and entire files into the current document at the cursor position. The options on the Insert Menu are:

## Page Break

The Page Break command inserts a hard page break, <**PGE**>, at the current cursor location. Care should be used when placing Page Breaks. Placing a page break to control dangling (widow) words is difficult. What you see on the screen is pure data. What is printed is processed data. What may look like a widow on the screen may actually be in the middle of a page on the processed document.

## Tags

The Tags command allows insertion of any SPECSINTACT Tag (except ADD , DEL and TAI ) at the current cursor location. The most commonly used tags are located on the tool bar. It is recommended that the View Tags command is selected (from the View Menu) before using this function.

## File

The File command inserts an entire file into the document at the current cursor location.

**Note:** The file being inserted should be less than 64K bytes. If not it must be divided into portions, each less than 64K bytes.

## The Format Menu

The Format Menu contains commands that allow you to change fonts and margins. The options on the Format Menu are:

## Character

The Character command allows assignment of **fonts** for text enclosed within selected SPECSINTACT Tags.

Formatting will apply to all occurrences of the specified tag in all files with the current file's document type (i.e., \*.sec, \*.doc, or \*.\*)

The Format Character Dialog Box contains options that allow you to select the SPECSINTACT tag that the format definition applies to, the font to be used, the character size and the font style for the text. The Default button may be selected to set standard values for these options. The Help button provides information about the available formatting options.

**Name** Select the name of the text element to format.

**Tag** The tag that corresponds to the text element will display.

**Font** Select the font to be used for the characters within the specified tag. Formatting will apply to text within all occurrences of the specified tag in all files with this document type.

**Font Size** Indicate the character size for the selected font.

**Font Attributes** Select from Inherit (will inherit the font style from another tag in which it is contained) or Persistent (will force its font style on any other tag it contains).

**Font Style** Select from Bold, Italic, Superscript, Underline, Strikethrough, and Subscript.

**Defaults** Returns the font to the SPECSINTACT default for the text element selected.

## Document

The Document command allows selection of formatting options for the document. This command allows you to set the top and bottom **margins** and **tab stops** for the document, and to define left and right **margin settings** for text enclosed within selected SPECSINTACT Tags.

Formatting will apply to all occurrences of the specified tag in all files with the current file's document type (i.e., \*.sec, \*.doc, or \*.\*).

**Margin Units** Indicate the preferred unit of measure, inches or millimeters.

**Page Margins** Enter the numeric value desired for the top and bottom margins.

**Tag Margins** Formatting will apply to text within all occurrences of the specified tag in all files with this document type.

**Name** Select the name of the text element to format.

**Tag** The tag that corresponds to the text element will display.

**Left** Enter the numeric value for the left margin to be used for the text within the specified tag.

**Right** Enter the numeric value for the right margin to be used for the text within the specified tag.

**Center Text** Centers the text between the current left and right margins.

**Default Button** Returns the line margins to the SPECSINTACT default values for the tag selected.

**Default Tab Stops** Indicate the number of spaces you want the cursor to move when the Tab key is pressed.

## Toggle Indentation Command

This command will alternately add and remove indentation from SGML tags that accept indentation attributes (currently <TXT> , <LST> , and <ITM> tags). By default, the command adds an indentation of -0.33, which would cause the first line of text contained in the indented tags to begin further to the left than it normally would (for an ITM tag, the text would begin approximately as far left as that for a non-indented LST tag).

You may change the indentation value applied by this command, **although this is not recommended**. To change the default value, use Notepad to edit the following line in the [DESKTOP] portion of the file section.ini:  
INDENTTOGGLE=-0.33.

**NOTE:** You cannot add the default indentation value of -0.33 to TXT tags, because that would cause these tags to print inside the left margin of the document. You may add indentation values other than the value applied by this command. To do this, position the cursor inside tags that accept indentation attributes, and then right-click with your mouse. This will display a pop-up menu, from which you should select Attributes, and then Indent. This will display a dialog box, in which you can specify the indentation value to be applied.

This command is accessible from the Tool Bar .

## Indent Dialog Box

Use this dialog box to add or remove indentation from tags that accept the indentation attribute (currently TXT, LST, and ITM tags), or to modify the amount of indentation applied to these tags by the Toggle Indentation command. Any indentation value you add will affect only the first line of a multi-line item. Also, you may not add more negative indentation than the normal positive indentation for a tag, because doing so would cause the tag to display inside the left margin of the document. For example, if the normal indentation for TXT tags were 0.16 (which is the current default), you could add an indentation of -0.16 (negative 0.16) to TXT tags, but you could not add an indentation value of -0.17.

**NOTE:** This Indent dialog box is accessible in two ways. First, you may access it by selecting the option Indentation Amount from the Editor's Format menu. Changing the value in this dialog box will modify the amount of indentation applied by the Toggle Indentation command. Second, you may access this dialog box by positioning the cursor inside tags that accept indentation attributes, and then right-clicking with your mouse. This will display a pop-up menu, from which you would select Attributes. This would display a second pop-up menu. Selecting Indent from this second pop-up menu would display the Indent dialog box. Changing the value in this dialog box will affect only the tags within which you positioned your cursor.

## Indentation Amount

This option allows you to set the amount of indentation applied to <TXT> , <ITM> and <LST> tags by the Toggle Indentation command. The default is negative 0.33, which is the amount customarily applied to <ITM> and <LST> tags to produce a hanging indentation. We recommend that you not change the default value (-0.33). If you are using a font other than Courier New, however, you need to change the Indentation Amount in order to correctly set a hanging indentation.

## The Window Menu

The Window Menu contains commands that allow you to select the arrangement of multiple windows. The options on the Window Menu are:

### Cascade

The Cascade command arranges all open files so that they overlap and the title bar of each file is in view and can be accessed.

### Tile Horizontal

The Tile Horizontal command resizes and arranges all open files one above another so that all open files can be viewed and accessed.

### Tile Vertical

The Tile Vertical command resizes and arranges all open files side-by-side so that all open files can be viewed and accessed.

### Arrange Icons

The Arrange Icons command arranges all open file icons in rows.

### Close All

The Close All command closes all open files.

# The Utilities Menu

The Utilities menu provides commands to functions such as check spelling, turning on or off the validation process for your document and configuring the Automatic Backup Function. Some Editing and Formatting preferences may be selected using this Menu Option.

## Spell Check

The Spell Check command checks spelling in the current file and provides assistance in correcting spelling errors. An Engineering dictionary is used in the Spell Check utility.

Select a Search Range:

**Word** Check the spelling of the word located at the present cursor location.

**To End of Document** Begin spell check at the current cursor location and continue to the end of the file.

**Entire Document** Check the spelling of all text in the file.

## Word Not Found in Dictionary dialog Box

<b>Not Found:</b>	Displays a word that was not found in the active dictionary.
<b>Replace With:</b>	Displays a possible correction. Select the suggestions button to obtain more selections based on the Replace With word.
<b>Ignore:</b>	Leave the word unchanged.
<b>Ignore All:</b>	Ignore all occurrences of the word.
<b>Replace:</b>	Replace the word with a new word.
<b>Replace All:</b>	Replace all occurrences of the word.
<b>Prompt Replace:</b>	Prompt for confirmation before replacing each occurrence of the word.
<b>Add to Custom:</b>	Add the word to the Custom Dictionary. The default custom dictionary is Engineer.dic which is released with SPECSINTACT. Although you may add to this dictionary, it is not recommended as the file will be overwritten the next time SPECSINTACT is installed.

Instructions for creating your own custom dictionary are found under Options.

## Spell Options

**Select from the following Options:**

<b>Automatic Suggestions</b>	Automatically display alternative words when a word in question is encountered.
<b>Exact Match Required</b>	Check for exact upper/lower case match.
<b>Ignore Full Caps</b>	Ignore words in all caps such as acronyms.
<b>Ignore Partial Numbers</b>	Ignore words that are a mixture of letters and numbers, i.e., reference identifiers.
<b>Ignore Pure Numbers</b>	Ignore all-numeral words.
<b>Allow Joined Words</b>	Check hyphenated words as two separate words.
<b>Recheck Typed Replaces</b>	Spell check the word replaced with.

Buttons are provided to allow you to Open or Close a Custom dictionary, (i.e., the SPECSINTACT Custom Engineering Dictionary, or your own personal dictionary) or the Standard dictionary (i.e., American.VTD).

Follow the instructions below to create a custom dictionary.

A performance meter is also available for adjusting the speed of the speller.